**FORM 4 – VENDOR QUOTE SUMMARY**

**Agency Name:** Click or tap here to enter text. **Project Name**: Click or tap here to enter text.

**Does your project contain any items with a total cost over $5,000? Yes  No**

**If yes, follow the instructions and complete the form below. If no, no additional information on form is required.**

**Instructions:**

*Items with a total cost of over $5,000 must be summarized on this form and based upon three, current (quoted after 09/03/24), written quotations. The three written quotes must be attached to the form and assembled in the order of the Project Items and the order of the quotes listed below. A checkmark is to be placed in box next to the vendor selected for each item.*

*If there is only one source for the requested item or service, a written justification must be attached explaining the reason it is a sole source; or, if the agency was unable to get three current quotations for the requested item or service, a written explanation must be attached explaining the reason three current quotes were unable to be procured. In addition to the written justification/explanation, ~~a current~~ applicable quote(s) from the vendor(s) must also be attached.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Item(s)** | **Quote 1**  **Vendor Name/Cost** | **Quote 2**  **Vendor Name/Cost** | **Quote 3**  **Vendor Name/Cost** | **Comments** |
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